

DEPUTY FIRE CHIEF

DEFINITION: Under administrative direct, performs work of considerable difficulty with responsibility to serve as the deputy administrative section chief; plans, organizes and directs the activities of the Fire Prevention Section; assists in planning, organizing and directing the Navajo Nation Fire Rescue Services Department; serves as a member of the Fire Department's management team; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

This section manager level classification receives administrative direction from and provides highly responsible and technical staff assistance to the Fire Chief. Incumbent is trained and participates in emergency fire suppression activities when needed. The incumbent works with considerable latitude in interpreting and applying broad policies, rules and regulations and work is normally measured by overall results obtained. Is responsibility 24-hour operational readiness of the fire prevention section. This is a non-commissioned position.

TASKS:

Plans, organizes and directs the activities of the Fire Prevention Section; develops and implements a state of the art, comprehensive code enforcement, fire prevention, fire investigation and loss management programs including inspection of buildings, abatement or removal of fire hazards, life and fire safety education, enforcement of fire codes and regulations, and the investigation of fires; consults with tribal and local officials and fire protection experts in formulating and monitoring fire policies, codes and regulations; assists in the development and administration of fire protection programs to ensure the protection of life and property on the Navajo Nation; assists in the preparation of budget recommendations and proposals; submits periodic reports on fiscal activities; maintains statistical records; writes and submits comprehensive fire reports; prepares grant applications.

Assists in the assignment of personnel and equipment to fire service areas; investigates fires of serious significance; assists in evaluating the need for and initiates procedures for equipment purchases; conducts public education programs as required; provides technical assistance to the Division of Public Safety and other departments; interprets rules, directives and guidelines; supervises emergency responses to accident scenes and may assume command of fire fighting operations upon arrival; coordinates mutual fire protection and emergency preparedness plans with the surrounding communities; ensures proper maintenance, repair and improvement of equipment, trucks and other property; attends meetings.

KNOWLEDGE SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles, practices and methods of fire loss prevention management, including inspections, code enforcement and public education.

Knowledge of fire prevention and life safety codes; building codes and regulations as they relate to fire prevention.

Knowledge of the characteristics of a wide variety of flammable and explosive materials and objects, storage methods and requirements for hazardous materials.

Knowledge of the methods and techniques in collecting evidence, preparing cases and prosecuting violators of fire laws, ordinances and regulations.

DEPUTY FIRE CHIEF

Knowledge of the principles and practices of fire investigation and incident command system.
Knowledge of the principles and practices of management, supervision, and project and workload planning.
Knowledge of methods, practices, laws, rules and regulations used in responding to hazardous materials incidents.
Skill in directing the performance of fire suppression, rescue and prevention activities.
Skill in writing administrative and technical reports.
Skill in reading maps and construction drawings; and interpreting building codes.
Skill in maintaining accurate reports.
Ability to develop innovative fire prevention solutions that meet code and regulatory requirements.
Ability to conduct thorough fact finding investigations.
Ability to read and interpret laws and regulations and make recommendations for implementation and/or compliance.
Ability to quickly analyze situations correctly and adopt effective courses of action under emergency conditions; and implement the incident command system.
Ability to interpret and apply appropriate provisions of applicable laws, regulations, policies and memoranda of understanding.
Ability to function effectively, both as a team member and as a team builder.
Ability to effectively apply continuous improvement principles in emphasizing quality customer service.
Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves strenuous work in both office and outdoors providing fire suppression, rescue, and prevention activities; exposure to extreme hot or cold temperature, working at unprotected heights, being around moving machinery; exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles; exposure to toxic or caustic chemicals, exposure to excessive noise; exposure to radiation or electrical energy; exposure to solvents, grease or oil; exposure to slippery or uneven walking surfaces. Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the required duties.

MINIMUM QUALIFICATIONS: An Associates of Science degree in Fire Science or closely related field; and three (3) years of supervisory fire and rescue experience; or a high school diploma or GED; and five (5) years experience in providing fire and rescues services, three (3) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Must possess a Fire Officer Certificate, a valid state driver's license and must pass a physical agility test as stated in the National Fire Protection Standard Form 1001. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, and Cardiopulmonary Resuscitation (CPR) Certificate.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.